

# AFIT



## **SECURITY FACULTY & STAFF INPROCESSING BRIEFING**

# **AFIT SECURITY**

## **✿ Overview of Responsibilities**

- Ensure AFIT personnel have an adequate security clearance needed to perform their jobs**
- Perform semi-annual security inspections of selected Action Offices**
- Disseminate Security Education Training to all AFIT personnel once a quarter**
- Work with base ASC/SYSIS on Special Information Files**
- Work with AU/SSO on all members requiring access to TS/SCI material**
- Maintain the ASCAS rosters for AFIT's civilian and military**
- Work with outside unit/agencies on classified briefings held within the Institute**

# UPDATING SECURITY CLEARANCES



**SECRET**

**(Every 10 years\*)**

**TOP SECRET**

**(Every 5 years)**



**\* Updates on hold until  
further notice**

**(except SAP)**

# **SECURITY COMPLIANCE** **AND SANCTIONS**

**-AFIT TAKES  
SECURITY  
SERIOUSLY**

**-- VIOLATORS ARE SUBJECT TO  
DISCIPLINARY ACTION**

# **DISCUSSING** **CLASSIFIED**

**AFIT has one Secure  
Conference Room (2102)**

**IAW AFITI 31-101**

**-- Classified briefings may be held  
only after going through the AFIT  
Security Manager for instructions**

# **HISTOR**

## **VIOLATIONS 1993**

- **MISUSE OF ELECTRONIC MAIL**
- **STUDENTS MISHANDLING CONFIDENTIAL MATERIAL**

## **VIOLATIONS 1994**

***NONE***

## **VIOLATIONS 1995**

- **CIVILIAN EMPLOYEE TOOK CLASSIFIED MATERIAL HOME**

## **VIOLATIONS 1996**

***NONE***

## **VIOLATIONS 1997**

***NONE***

## **VIOLATIONS 1998**

***NONE (So Far!)***

# **ACTIONS TAKEN WHEN CLASSIFIED**

**DOCUMENT IS FOUND**

**1) TAKE CONTROL OF ALL  
UNSECURED CLASSIFIED  
INFORMATION**

**2) NOTIFY:  
SECURITY MANAGER  
DEAN/ASSOCIATE DEAN/  
DIRECTOR  
SUPERVISOR**

**This Concludes My  
Slide Presentation  
on the AFIT/ENAS  
Section**

***Any  
Questions?***